



VPS College of Arts, Science & Commerce Lonavala

Code of Conduct for Teachers

In professional practice, teachers demonstrate respect for spiritual and cultural values, diversity, social justice, freedom, democracy and the environment. Teachers exercise integrity, through their professional commitments, responsibilities and actions.

It is universally felt that the status of teaching professions requires it to be raised to ensure its dignity & integrity. Accordingly, it is considered necessary that there should be a code of ethics which may be evolved by the teaching community itself for its guidance. There are five major areas of professional activities which encompass the work of a teacher. For each of these areas certain principles have been identified to serve as guidelines for teacher's conduct. These are preceded by a preamble which provides a rationale for the principles identified.

Preamble

- The teacher shall strive to develop the educational system as a community and human resource development centre providing knowledge and information and development skills needed.
- Strive to understand social problems and take part in activities to meet challenges.
- Refrain from taking part in activities which spread feeling hatred among different communities, religious groups.
- Work actively to strengthen national integration.
- Teacher shall treat other members of the profession in the proper manner.
- Participate in a program of professional growth like training, seminars, and conferences etc.
- Teacher in relation management shall recognize the management prime source of his sustainable development
- Teacher shall develop mutual respect and trust through his professional activities and output.



Professional Values And Relationship

- Teachers should be caring, fair, committed to the best interest of the students and try to motivate, inspire students.
- Teachers should respect the uniqueness, individuality and specific needs of students
- Teachers should be committed to equality and to respecting and accommodating diversity arising from gender, civil status, family status, religion, age, disability, race, socioeconomic status and further grounds.
- Teachers should seek to develop positive relationships with students, colleagues, parents, college management and others.
- Teachers should work to establish and maintain a culture of mutual trust and respect in the campus.

Professional Integrity

- Teachers should act with honesty and integrity in all aspects of their work.
- Teachers should respect the privacy of others and the confidentiality of information gained in the course of professional practice.
- Teachers should represent themselves, their professional status, qualifications and experience honestly.
- Teachers should use their names as set out in the Register of Teachers, in the course of their professional duties
- Teachers should avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on students.

Professional Conduct

- Teachers should uphold the reputation and standing of the profession.
- Teachers should take all reasonable steps in relation to the care of students under their supervision, so as to ensure their safety and welfare.
- Teachers should work within the framework of relevant legislation and regulations.
- Teachers should comply with agreed national and institutional policies, procedures and guidelines which aim to promote student education and welfare and child protection.
- Teachers should report, where appropriate, incidents or matters which impact on student welfare.
- Teachers should communicate effectively with students, colleagues, parents, management and others in the community in a manner that is professional, collaborative and supportive, and based on trust and respect.
- Teachers should ensure that any communication with students, colleagues, parents, management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites.
- Teachers should ensure that they do not knowingly access, download or otherwise have in their possession while engaged in college activities, inappropriate materials/images in electronic or other format
- Teachers should ensure that they do not knowingly access, download or otherwise have in their possession, illicit materials/images in electronic or other format
- Teachers should ensure that they do not practise while under the influence of any substance which impairs their fitness to teach



Teacher in Relation to Society and Nation

- The teacher shall strive to develop the educational system as a community and human resource development centre providing knowledge and information and development skills needed.
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- Teacher in relation management shall recognize the management prime source of his sustainable development
- Teacher shall develop mutual respect and trust through his professional activities and output.
- Teachers should maintain high standards of practice in relation to student learning, planning, monitoring, assessing, reporting and providing feedback.
- Teachers should apply their knowledge and experience in facilitating students' holistic development.
- Teachers should plan and communicate clear, challenging and achievable expectations for students
- Teachers should create an environment where students can become active agents in the learning process and develop lifelong learning skills
- Teachers should develop teaching, learning and assessment strategies that support differentiated learning in a way that respects the dignity of all students.
- Teachers should inform their professional judgement and practice by engaging with, and reflecting on, student development, learning theory, pedagogy, curriculum development, ethical practice, educational policy and legislation.
- Teachers should in a context of mutual respect, be open and responsive to constructive feedback regarding their practice and, if necessary, seek appropriate support, advice and guidance.
- Teachers should act in the best interest of students.

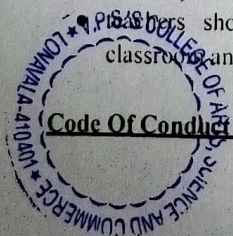
Teachers should take personal responsibility for sustaining and improving the quality of their professional practice by

- actively maintaining their professional knowledge and understanding to ensure it is current
- reflecting on and critically evaluating their professional practice, in light of their professional knowledge base
- availing of opportunities for career-long professional development.

Professional Collegiality And Collaboration

- Teachers should work with teaching colleagues and student teachers in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experiences for students.
- Teachers should work in a collaborative manner with students, parents/guardians, school management, other members of staff, relevant professionals and the wider school community, as appropriate, in seeking to effectively meet the needs of students
- Teachers should cooperate with the Inspectorate of the Department of Education and Skills non-statutory educational and support services, as appropriate
- Teachers should engage with the planning, implementation and evaluation of curriculum at classroom and level.

Code Of Conduct For Students



Anti-Ragging Policy:

- Ragging in all its forms is totally banned in the institution, in all its premises whether located within the campus or outside and all means of transportation. The institution takes strict action for the offence of ragging.

Punishment of Ragging

- Suspension from attending classes.
- Cancellation of admission.
- Withdrawing scholarship.
- Debarring from appearing in the examination etc.

Dress Code:

- Uniform is mandatory for All Girls and Boys during College time and Examination.

Code of Conduct in Campus include:

- Safeguarding the institutional property, keeping the campus clean and tidy and dressing properly.
- Smoking is strictly prohibited.
- Use of mobile / cell phones is prohibited in the classroom.
- Students are expected to make use of library services during free hours.
- Limited parking space is provided for students & staff & the same can be utilized on 'first come first' basis.
- The college management is not responsible for safety vehicles in the premises.
- Important notices / notifications / circulars etc displayed at separately allocated notice boards & information corners on the campus, students are expected to make it a practice to regularly read such displayed information.
- All visitors are expected to establish their identity & purpose of visit upon entry to the campus premises.

Compulsory Attendance:

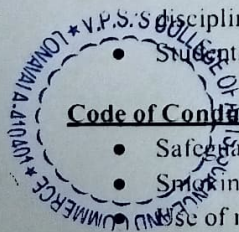
- Attendance in classes as per university norms is strictly enforced.
- Students are not expected to go out of the college during their class hours.
- Students must have an attendance percentage of 75 and above in order to be eligible to appear in examinations.
- Summation of medical certificates is compulsory for those who have a shortage in attendance

Campus Norms:

- Be polite to your professors.
- It is important that students are respectful towards instructors & fellow classmates.
- Any act within the campus that may violate or spoil the academic atmosphere in the college will not be appreciated & the students found guilty of such offence will be dismissed.
- The college conduct regulation includes such areas as :
Plagiarism, cheating on exams, other dishonesty, abuse of electronic resources, acts or threats involving the safety of others, damaging property. Sexual or others harassment, abuse of alcohol or illicit drugs, ragging etc.
- Students are expected to conduct themselves in good manner in their dressing and sense of discipline.
- Students are expected to be seated in their respective classrooms during class hours.

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Academic Assignment Tests & Term Examination :

- University academic sessions start as per schedule, exams are conducted as per time table and results are announced in time.
- In addition, internal exams are also conducted as per the schedule drawn at the beginning of the session.
- Assignments should be submitted in all subjects as per the instructions given by the respective departments.
- Examinations conducted by the college are compulsory for all students. A minimum of 40 % marks should be scored in mid – semester & term –end examinations.

Expected Students Behaviour:

- In the college all students are expected to:
- Engage in learning activities and take the college work seriously.
- Be courteous.
- Respect the personal, civil, and property rights of others.
- Attend college regularly, on time, and prepare to learn.
- Complete assignments on time.
- Seek alternatives to verbal or physical conflicts.
- Speak appropriately.
- Dress appropriately.
- Exhibit self-control.
- Cooperate with others.
- Behave ethically




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